



SIXTH FORM

Handbook



**KEY INFORMATION FOR PARENTS,
CARERS AND STUDENTS FOR 2026–2027**

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OUR GOAL



At The Grange School Sixth Form, we aim to develop ambitious, independent learners who demonstrate strong character and are fully prepared for their next steps.

This stems from a rigorous curriculum, enriching experiences and personalised guidance allowing students to build the knowledge and skills needed to succeed in their next steps beyond sixth form.

Our **objective** is to create a supportive environment where students of all abilities transition successfully to higher education, apprenticeships or employment.

We aim to:

- Promote respect for self and others.
- Encourage independence and responsibility for learning
- Help students realise and develop their full potential.
- Inspire academic excellence and enthusiasm for learning.
- Involve students in the wider and school community.
- Raise awareness of others' needs.
- Prepare students for life beyond school.



SIXTH FORM EXPECTATIONS



We have **high standards** for all of our Sixth Form students and expect the following:

- All students are to attend school and lessons punctually, maintaining at least 93% attendance in lessons.
- All Year 12 students are to remain in school from 8.30am-3:00pm.
- Avoid holidays during term time, schedule appointments outside school hours.
- Commit at least 15 hours weekly to independent study.
- Use Sixth Form areas respectfully.
- Fulfil duties as senior members of the school, including weekly community service.
- Dress appropriately in smart business attire.
- Participate in school events and work experience in the summer of Year 12.
- Regularly check emails for communication from staff.
- Do not use mobile phones on school site apart from in the Sixth Form study centre.
- Students are expected to attend all timetabled lessons. Failure to do so will result in a truancy detention.

Course Changes

Course changes should be made within the first four weeks, authorised by Mrs Devanney or Mr Netley. After this, changes are discouraged except in exceptional cases. Students starting with four courses may drop to three at any time, preferably early in the year.

•• ATTENDANCE AND PUNCTUALITY ••

Attendance



We expect the following :

- Minimum lesson attendance 93%: Falling below this without medical reason will result in attendance monitoring.
- Absences must be explained by a parent/carer to be authorised. If your child is unwell or unable to attend Sixth Form, parents must notify the attendance team via the Bromcom app or telephone.
- The attendance officer will send a text message to your parent/carer if you are not in school for morning registration and period 1. If your parent/carer responds to this message by the end of the day, then your absence is authorised.
- If your parent/carer does not respond to the text or you do not bring in a note, then the session will be marked as unauthorised.

Punctuality to Form Time



You are expected to be in on timetabled lessons and morning registration on time. You will be marked as late if you arrive at morning registration from 8:35am onwards and are late for lessons if you arrive 5 or more minutes after the bell. You should only register with the attendance officer after registration closes at 8:55am.

Consequences of being late to form in a week

- 1 Late to Form Time – 1st warning from your Form Tutor.
- 2 Lates to Form Time – 30-minute Sixth form detention.
- 3 Lates to Form Time – 30-minute Sixth form detention with a phone call home.
- 4 Lates to Form Time – Inclusion Friday (12.25pm – 3.30pm.)
- 5 Lates to Form Time – 1 day inclusion until 3.30pm.

•• ATTENDANCE AND PUNCTUALITY ••

Punctuality to Lessons



Consequences of being late to lessons in a week:

- 1 Late to Lesson – 1st warning from your Form Tutor.
- 2 Lates to Lessons – 30-minute Sixth form detention.
- 3 Lates to Lessons – 30-minute Sixth form detention with a phone call home.
- 4 Lates to Lessons – Inclusion Friday (12.25pm – 3.30pm.)
- 5 Lates to Lessons – 1 day inclusion until 3.30pm.
- 6+ Lates to Lessons – Parental meeting with Head of Sixth Form and 1 day inclusion.

Please note this resets every week.



Holidays

Due to the nature of Sixth Form courses and coursework deadline, any holidays taken during term time will be **unauthorised** (unless in very exceptional circumstances).

"Your future starts today. Being present and on time is one of the simplest ways to invest in your success."



Form Time Sessions

We have designed comprehensive form time sessions designed to help you with your journey through the sixth form and next steps. Weekly form time sessions include (subject to changes depending on timing in academic year):

- Monday – Attendance, work experience and next steps check in.
- Tuesday – Net Sixth.
- Wednesday – Year 12 assembly held in the sixth form study block.
- Thursday- PSHE.
- Friday – Weekly Affairs Quiz.

On your assembly day you need to attend the assembly in the Sixth Form Centre. Your form tutor will register you in the sixth form centre. If you are late for the assembly then your form tutor may not see you, so it is your responsibility to ensure that your tutor has marked you as present before the end of assembly.

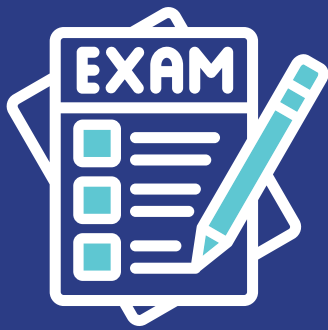
Study Areas and Homework

The Library and Sixth Form Study Centre provide quiet workspaces with ICT access. Students must keep these areas tidy and follow expectations on food and behaviour.

Homework is expected regularly and will be set by your subject teachers- it is important this is done independently not using AI.

Wider reading should be conducted independently, using the reading lists given to you by your subject teachers.





Examinations

A-level exams take place at the end of Year 13, with mocks in Year 12 and 13. Half-term assessments track progress, and support is provided if minimum standards are not met.

Examination entries require students to be up to date with work and attendance. Exam information is communicated via assemblies, emails, and displayed notices. Withdrawal deadlines apply to avoid exam fee

You will be entered for your formal public examinations in the early Spring term of Year 13 (January).

We can withdraw you without charge up to March of the academic year but after this the school will be unable to have any money refunded. Therefore, if you choose to leave Sixth Form before your examinations you must do so before March or you may be invoiced for the examination fees.

If you have any questions regarding this then please speak to the head of sixth form or Mrs. Cox, the Examination officer; vcox@grange.bucks.sch.uk

Applying for Apprenticeships

You will receive lots of support and guidance regarding apprenticeships during form time.

it is essential you attend form time sessions to ensure you do not miss important information.



Post 18 and Applying to University

Careers advice and support start early, including reports on aspirations, access to prospectuses, and attendance at fairs and conventions. UCAS workshops begin in the July of Year 12, with personal statements and applications made over Year 12 summer holidays. Students can access careers advice through the school's Careers Advisor.



Deadlines:

- Your personal details, university choices and personal statement should be completed by October half term of Year 13.
- Applications will be sent off by January of Year 13.

Work Experience



To support progression from the Sixth Form to Higher Education or full-time employment you are required to gain work experience in the area in which you would like to study/work. This takes place in the summer term for one week. This experience is valuable when writing your personal statement as it gives you the opportunity to stand out from others who may be looking at similar university courses, Higher Apprenticeships or paid employment.

Community Service

You will be expected to give some of your non-contact time for community service. This can take the form of leading tours for visitors, helping with reception or supporting lessons in a particular subject area. You are welcome to go off the school premises if it supports your future career plans (e.g. helping in a primary school) or to give you some voluntary work experience.



If you would like to do your community service somewhere other than The Grange School, you must see Mrs Devanney for permission.

Extended Project Qualification

EPQ (Extended Project Qualification) is an independent research project that allows students to investigate a topic of their choice in depth, develop research and academic skills, and produce either a dissertation, artefact, performance, or report.



The qualification is worth up to 28 UCAS points (equivalent to half an A-level) and is highly valued by universities because it demonstrates skills such as critical thinking, time management, independent learning, and academic writing. Students will learn about EPQ through dedicated form time sessions and assemblies, all those completing an EPQ will receive help sessions delivered by Mrs Devanney; an EPQ is highly reliant on commitment to further study outside of the school day.



Use of Mobile Phones

Mobile phones should not be out and used when walking round the school, in the library, in lessons or in form time. In exceptional circumstances mobile phones can be out in your form room if you have information on it to complete work or in a classroom when the mobile phone sign is displayed. Mobile phones are only permitted to be used in the sixth form centre.

Dress Code

The dress code for all Sixth Form students is smart business attire. **A comprehensive list of appropriate dress can be found on our website.** If you choose to come to school inappropriately dressed, then you will be sent home to change.

BTEC Sport students should come into Sixth Form wearing their business attire and should change into their sport clothing for their BTEC lessons.



Parents Evening



During the academic year in both Year 12 and Year 13, parents will be invited into a parents evening to discuss their child's academic progress and attainment. It is strongly advised that both parents and students attend these evenings to reach desired outcomes at the end of Year 13.

Canteen



Sixth Form students can purchase food in the canteen using the biometric system. You are permitted to take food and drink to the Study Centre for consumption during break and lunch; however, it is your responsibility to clear up after yourself and return any plates to the canteen.



Extra Support

If you have a problem, either personal or academic, then talking about it will help. Please reach out to your form tutors, Mrs Devanney, Mr Netley or any member of staff you feel comfortable speaking to. We are here to help, especially as the pressures of examinations can feel overwhelming at times.

Transport

Students can come to school by bicycle, motorbike or car. If you would like to come to school by bicycle you are expected to wear a helmet. On the school site there are facilities for students to lock their bikes during the school day.



There are NO spaces for parking cars on the school site.



Laptops

Due to the large number of students, we have in the Sixth Form, access to computers may be difficult at times. We would therefore encourage the use of personal laptops on days when computer access is essential for completing work or as a study tool.

Bursaries

Full time students aged 16-19 who live in a low-income household may be eligible to apply for a Sixth Form bursary. Application forms are available from the business manager (Mr H. Beveridge) and should be submitted to the School Business Manager as soon as possible after registration in September of Year 12 and Year 13.



You may be able to get a bursary if at least one of the following applies:

- You are in or you recently left local authority care
- You get Income Support or Universal Credit because you're financially supporting yourself
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

Applications are made to the Sixth Form Bursary Fund Committee, and it is they who will inform you of any bursary grant you are entitled to.

Library and Learning Resource Centre



Opening the door to knowledge

Library

The Library is a welcoming space for research and coursework, and for reading a wide range of quality fiction and non-fiction. We have recommended reading lists for Sixth Form both for study and reading for pleasure.

The Library is in the English corridor and is open Monday-Friday from 8.30am until 4.00pm. Students are expected to work silently in the library during lesson times and quietly during break and lunch. Please do not eat or drink (except water) in the Library.

On the library page of the school website you can view:

- Our full catalogue of resources
- Our eBook catalogue
- The public library catalogue for a wider choice of resources which is free to join

Library Resources

We have a large selection of useful materials for students to access:

- Fiction is arranged in alphabetical order by author surname.
- Non-fiction books are shelved in one sequence according to the Dewey Decimal system that is used in most academic institutions and public libraries.
- Revision Guides for GCSE, AS and A2 are located in the study skills area of the library
- Shelf Help supports mental health issues and is recommended by the Reading Agency.
- Stationery at discounted prices.
- Loans from the Library



Most books in the Library can be borrowed for 3 weeks and students can borrow up to 3 fiction and 3 non-fiction at any one time. We are happy to be flexible for Sixth Formers.

Students are responsible for returning the books in good order and by the due date stamped on the date label on the inside front of the book.

Fines for overdue books are 2p per book per day. If the book is damaged, and we cannot lend it to anyone else it will need to be paid for.

If students wish to renew the book and have not finished, they can renew it in person or by email.

Our qualified Librarian can help you research and help locate free articles on your subject. We have handouts to help you get the most of your search and for referencing and citation.



Bromcom

At the Grange School and Sixth Form we use Bromcom as our MIS system, which is used to communicate a wide range of data to parents and carers and students.

These include:

- Student Timetables
- Attendance Data
- Behaviour Points
- Exam Timetables
- Exam Results
- Assessment Reports



Parents – You will need to download the ‘My Child at School’ app for the Apple Store or Play Store.



Students – You will need to download the ‘Bromcom Student’ app from the Apple Store or Play Store. Alternatively, you can log in via the Bromcom Student Portal online.

Students don’t need a separate username and password for the Bromcom Student Portal. Instead, students should use the

Login with Microsoft Account button and enter their school email address and school password to login.

For detailed information regarding Bromcom, please visit our school website. [Our dedicated Bromcom page](#) (Listed under both Parents and Student headings) has lots of useful information as well as detailed guides for both parents and carers and students.



Get In Touch



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